

## **EXHIBITOR INSTRUCTIONS**

If you would like to be an Exhibitor at the Governor's Third Annual Empowerment Conference on August 20, 2007, please follow the below instructions.

Limited Space is available at a cost of \$35 per table, which includes one 8 foot table (for tabletop displays and materials), clothed and skirted, and two chairs in a designated area at the Galt House Hotel & Suites. You may bring your own laptops, extension cords, and/or power strips or rent extension cords for \$15 each and/or power strips for \$20 each. You may also add electric and Internet service for a fee (see attached application for these costs).

Please submit your application information to exhibit at the Conference by completing the attached form and submitting it, along with your payment, to the Governor's Office of Minority Empowerment, 700 Capital Avenue, Ste. 132, Frankfort, KY 40601, by no later than close of business on August 6, 2007. Further information about set-up and exhibit times, etc. will be sent to you upon acceptance.

Exhibitor application acceptance will be on a "first-come, first-served" basis, dependent upon eligibility and space availability. Materials and content may be subject to review by the Governor's Office of Minority Empowerment (GOME). Exhibitors cannot sell products at the Conference and GOME will not endorse exhibiting organizations or its general policies, practices, or products.

If you have any questions or need additional information, please contact Seniora Burdette at 502.564.2611 ext. 370 or [senioraa.burdette@ky.gov](mailto:senioraa.burdette@ky.gov).

**Note:** All exhibitor representatives and/or assistants/helpers who will be present at your exhibit booth must register for the Conference at [www.ome.ky.gov](http://www.ome.ky.gov).

# EXHIBITOR APPLICATION

*PLEASE TYPE OR WRITE LEGIBLY*

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web site: \_\_\_\_\_

Exhibitor Assistants/Helpers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list exhibit materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item	Unit Price	Quantity	Total
Tables*	\$35		
Wired Internet Service	\$150		
Wireless Internet Service	\$250		
Service for Additional PC	\$60		
120 Volts 30 amp Electric Service	\$90		
120 Volts 20 amp Electric Service	\$72		
Power Strips**	\$20		
Extension Cords**	\$15		
TOTAL DUE			

**Please make checks payable to: KENTUCY STATE TREASURER**

**PAYMENT MUST ACCOMPANY APPLICATION**

\*Each table is 8 foot (for tabletop displays and materials), clothed and skirted, with two chairs.

\*\*You may bring your own extension cord and/or power strip.

Did you and all persons who will be present at your booth register? ☐ Yes ☐ No